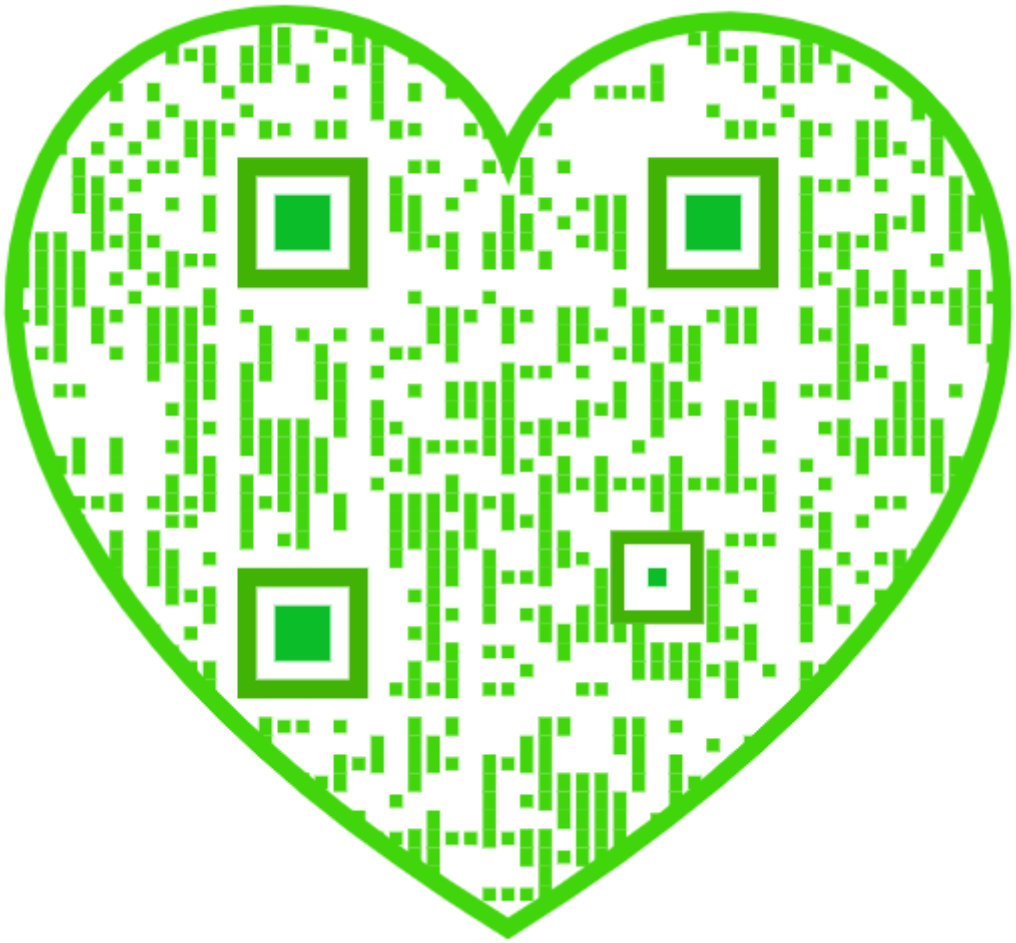
Z 56
.S26



VICTORY

HIGH-SPEED SHORTHAND

By

BANNELL SAWYER, B. C. L.

Published by
THE ENGINEERING COMPANY OF AMERICA
NEW YORK CITY

Z56
.S26

Copyrighted 1918
By
BANNELL SAWYER

NOV 18 1918

©CLA508185

Preface

This system is the outgrowth of years. The necessity of the changes made has become apparent through an extensive experience.

To render the system more legible, the connective vowel system has been used. To suggest additions to the meanings of characters, the lines and strokes are shaded; but the body of the writing is light line. To compel the idea of phonetics to enter the mind in a natural manner, words have been arranged so as to introduce that method almost without speaking of phonetics. Vowels, as separate dots and dashes, used so extensively by Pitman and light-line authors, are almost entirely absent in this system. Contractions and word-signs have been largely eliminated through the power of compressing meaning into the characters themselves. Coalescents, so troublesome to the learner and practitioner, have been rendered so easy of comprehension and treatment that the student forgets there are such things: Most letters following one another in the natural order, and progress is accordingly more rapid and satisfactory.

Arbitrary contractions and word-signs, used so freely in other systems, are a hindrance to speed because, speed is a **habit** to be acquired, not by memorizing abbreviations, but by actually writing the shorthand forms, countless numbers of times. The principles should be constantly applied, by using them in full.

The vowel-suggestion, by a hook at the beginning and by a tick at the end of words, is the greatest step in advance ever taken by any new system. It suggests what you really need to know, namely that the word **does** begin or end with a vowel sound. Thus memorization has been brought to an irreducible minimum.

The country needs thousands of shorthand writers and this system can supply the want in the briefest possible time.

Wishing you great and enduring success.

THE AUTHOR.

New York City, October, 1918.

To the Student

If you have a poor memory this system will improve it. If your memory is very poor we have a memory training system that will increase your power of remembering. Without a good memory you have no future in shorthand work. There is nothing so easily trained and improved as memory if you go about it in the proper way.

Whatever you apply yourself to, learn thoroughly. Government positions are now open to all who are qualified. The best positions go to the best qualified. There is no room for the incompetent. High salaries go to high speed and high attainments. Low speed and qualifications bring their reward—low pay. If you set about it in the right way you can just as easily write 150 words a minute as 85.

Managers and Heads of Departments now-a-days are able to talk faster than did their predecessors: they also use a more extensive vocabulary. You must at once set about organizing your knowledge and strengthening the weak places. Cultivate concentration and alertness of mind. Your hand can go only so fast as your mind allows it. When the mind falters the hand lags behind and you lose your "job."

Learn all you can about the shorthand profession. Salaries are not paid to Stenographers out of any philanthropic desire to keep you in pocket-money. Concentrate on the essentials of your work.

Read your shorthand notes often; they are the best reading-matter you can have. Notes are of no service to anyone if they cannot be read, and they cannot be read fluently without reading-practice. Never make a character or outline twice unless you know all about it. Once you know how to make a new character or word-outline, write it until you can make it fast. Absolute certainty is required in reading your notes and this comes only by constant reading and re-reading of your own writing.

In your practice you will often think you are not making satisfactory headway. Be not discouraged: you must practice for some time before any decided improvement appears; but do not fail to remember that steady faithful study and practice bring certain progress. And finally you must know that you are traveling the same road that so many others have followed and were successful: go unfalteringly onward and you will succeed abundantly.

Definitions

Base-line: The line, ruled or unruled, along which one writes.

Position-vowel: A vowel that is not written but is indicated by writing the consonant to which it belongs above, on, or through or under the base-line.

Reversible Letters: Alphabetic shorthand letters that may be written upward or downward, or as right and left curves.

Phonetic Writing: Writing only the sounds of words, regardless of how a word may be spelled in longhand.

Word-sign: A simple shorthand character that is used to indicate a word of such frequent occurrence that it is not advisable to write it in full.

Contraction: A word or phrase that drops the unnecessary sounded letters in order to produce a brief outline.

Briefs, or Ticks: Very small characters made with the slightest touch of the pen or pencil—these are never called lines or strokes.

Monosyllables: Words of one syllable.

Polysyllables: Words of more than three syllables; many syllables.

Phrase: Two or more shorthand outlines connected together, to save the time otherwise required in lifting the pen between words.

Vowels: Wherever we speak of a vowel or a consonant, we mean a sounded vowel or consonant. We treat unsounded letters as non-existent.

Outline: The completed shorthand character, which represents only the sounded letters that have been written.

Coalescents: Consonantal sounds that unite into practically one sound, as for example the letters **pr** in the word pray.

How Shorthand is Constructed

1. Words are written in outline, dropping all unsounded letters.
2. Every sound in the language has its own character.
3. These characters are simple strokes, curves, ticks, circles, and loops.
4. Most characters are unshaded.
5. Lines are shortened, lengthened, or shaded, to vary the meaning or to add other sounds.
6. A large or small hook is added to lines to express sounds, briefly.
7. Large and small loops are added to express a group of letters.
8. Shorthand word-outlines are often joined together to avoid loss of time in lifting the pen between words—called "phrasing."
9. Groups of letters are dropped from some long words and the remaining letters crossed or intersected to produce brief forms.
10. Many letters occur in some words where they are of no special importance and may be safely dropped.
11. Characters representing nearly similar sounds are occasionally used interchangeably as with **ch** and **sh** or **k** and **g** (hard).
12. The meaning of a hook is often extended to indicate a syllable or word, as when the **f-** or **v-hook** suggests the words **have** or **of.**
13. When characters may be made in two or more ways or directions, each way or direction is assigned a distinct significance.
14. A very short, or a wide space between words may be used to suggest the presence of an omitted syllable or word.
15. A character written **under** an arithmetical figure determines the value of that figure.
16. Dot- and dash-vowels, when written close beside an outline, not only fix the vowel-values but indicate capitalization of the word.

Speed

The object of shorthand is the attainment of speed in writing. Although legibility is understood to be essential to satisfactory work.

To acquire speed it is necessary to know the principles of the Art so thoroughly that they can be recalled and applied when needed. The fewer forms to be memorized the better. Complexity confuses and hinders agility of mental action. Learn the principles thoroughly and use them daily so that you may readily write anything required. Herein lies the real secret of rapid writing.

Shorthand is an art and as such demands both mental and physical readiness. Study and reflection will effect an orderly arrangement of the facts and regular daily practice will train the hand to trace the shorthand forms with ease, accuracy, rapidity and graceful movement. Everything written should be read afterwards. Speed, in reading the written characters, is as much an object as speed in writing them. Be exact in your knowledge of the principles so that your mind may be steadily busy in applying them, instead of trying to recall memorized abbreviations.

Speed also depends somewhat on your knowledge of English. If you do not know the language perfectly you had better begin now to study language as you go on with your shorthand study and practice. The meaning of words is of even greater importance than the spelling. If you know the meaning you will be able to read what you have written but if you do not know the word at all you have a poor chance of rendering an acceptable transcript of your notes. Always keep a dictionary at hand and consult it often. Read the best literature regularly. Study to know the exact sounds of words.

Practice speed in legible longhand writing for a few days after beginning the study of shorthand. Hold the pen or pencil loosely in the hand and avoid pinching it too tightly. Use the muscular or forearm movement as it gives an easy swing to your hand which is essential if you would become expert in shorthand writing.

Shaded lines are made with a quicker motion than are the light lines. We use nearly all light lines, not because they are made faster than shaded lines, but because shaded line writing uses up more nervous energy. When we do use a shade it is to add meaning to the line.

Practice slowly but not too slowly at first; as soon as you know the exact shape and size and length of the character you are attempting, then increase your speed gradually. Every character must be speeded up before attacking the next one. Practice longhand speed exercises every day because they develop a swinging rapid movement and thus they directly add to your shorthand speed and ability to write legibly.

The whole secret of speed lies in the simplicity and completeness of method and system, mental quickness, familiarity with the principles, easy movement, thorough knowledge of English, extensive phrasing and systematic daily practice.

Read everything you write until you can do so as rapidly as you took it down. Practice speed exercises until you can easily equal the required number of words per minute. Daily practice for an hour is better than two hours one day and none the next. Regularity, and system are needed if you are to make rapid progress in attaining speed.

These are Sounds—not Letters

Learn Perfectly
Write Frequently

Downward moving characters: B C(soft)SZ D F R SC(soft)Z, X Y

Forward moving characters: K G L M N R T C (hard)

Briefs: H H W W R L CH TION C(soft)SZ WH WH

Vowels: These are explained fully on following pages

Diphthongs: I OI OW U

Shaded characters: BL CH DS J TH RS MS
NG Q SH ZH SH ZH V

Long short characters: TM PL BN BT LD WH WH MD NK
ND DD HS VT ED VD DL RL NING

Joined Suffixes: -ing -ings -ses -sist -essence -ed, ded, det, tet.

Disjoined Prefixes: com-, con- accom- circu-, circum-, self-
magna-, maga-, Mac- mis- trans-

Disjoined Suffixes:

-ality	-arity	-bility	-cality	-city
-delity	-entic	-gality	-ing	-ings
-jority	-larity	-litic	-less	-lessness
-mality	-matic	-mentality	-nality	-ness
-ological		-pality	-phic	-riotic
-sivity	-sitic	-sity	-tility	-tivity
-thetic	-graphy	-ification	-graphic	-istic

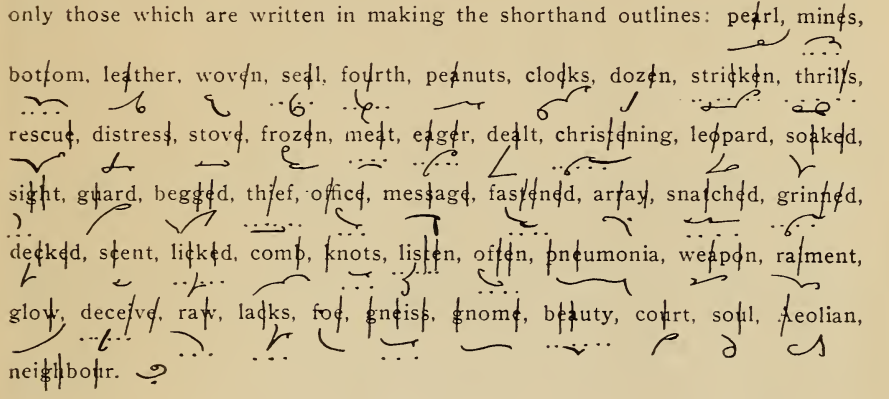
Not always necessary.

On pages following are words illustrating all the above principles

Phonetic Spelling

Silent letters are dropped in Shorthand Writing.

In the following words we have crossed out the silent letters, leaving only those which are written in making the shorthand outlines: pearl, mines, bottom, leather, woven, seal, fourth, peanuts, clocks, dozen, stricken, thrills, rescue, distress, stove, frozen, meat, eager, dealt, christening, leopard, soaked, sight, guard, begged, thief, office, message, fastened, array, snatched, grinned, decked, scent, licked, comb, knots, listen, often, pneumonia, weapon, raiment, glow, deceive, raw, lacks, foe, gneiss, gnome, beauty, court, soul, Aeolian, neighbour.



When a word ends in **d**, pronounced **t**, write **t** instead of **d**, as in **dekt**.

F is written instead of **gh** in such words as **cough, rough, tough, enough,** and instead of **ph** in such words as **phone, phantom, symphony, zephyr.**

C has the sound of **k** in **can, came, cure,** and of **s** in **cease, civil** and many others. In all these cases write **k** or **s** as required by the **sound.**

C has the sound of **sh** in words like **gracious, precious,** and **s** has the **sh** sound in such words as **pressure, measure, treasure.** In all these words write **sh** instead of **c** or **s.**

Q has the sound of **k** or **ku** in **queue,** so we write **k** instead of **q.** But in nearly all cases **q** has the sound of **kw** as in **quoin, queen, queer, quite, quote, quit, question,** so we write the **q** character. The **u** following **q** need never be written. **Gw,** pronounced **gwā,** is shaded **k.**

Writing phonetically saves 20% of your time, even in writing longhand.

Vowels and Diphthongs

The accented vowel-sound of a word is not written: it is indicated by writing the outline above, on, or through or under, the base-line.

First-position accented vowels are indicated by placing the outline above the base-line. These are ī, **oi, ah, aw** as in **my, boy, ma, saw.**

Second-position accented vowels are indicated by placing the outline on the base-line. These are ō, **ow,** ā, ĕ, ū, as in **know, now, they, get, none.**

Third-position accented vowels are indicated by writing the outline through or under the base-line. These are ū, o͝o, ē, ĭ, as in **few, do, me, hit.**

It is generally enough to know that a word begins with a vowel in order to determine its meaning—this is shown by a small hook.

There are about 40 useful sounds in the English language. Of these 13 are vowels or diphthongs.

A position-vowel is pronounced **after** a stroke situated above, on, or through or under, the base-line. Learn scale of vowels given above.

An initial vowel-sound is shown by a small initial hook attached to the beginning of the first stroke in an outline. The object of the hook is to show definitely that the word begins with a sounded vowel.

A medial vowel-sound may be located by using the small hook to connect the consonants that precede and follow it. Such a hook is called also a connective vowel. Its use is to point out the position of a more or less obscure vowel, or, to make an easy joining.

A final vowel-sound is shown by a very short, light, straight tick, attached to the end of the last stroke of an outline and forming a distinct angle therewith. Usually it is made on the outside of curves and forward, or upward, on straight strokes.

A disconnected vowel character is a **dot** or **dash** written beside a stroke as illustrated on the following page. Experience shows that not more than one vowel in 120 has to be written by a disconnected mark.

A double vowel-sound, when initial, is indicated by using a large initial hook and placing the outline in the position determined by the accent. This large hook is also used for **wh.**

SUMMARY

Review:

1. A small hook joined to the beginning of an outline is **any** vowel.
2. The small hook is also used for **w.**
3. A small hook connecting consonants is **any** vowel.
4. A small straight tick ending, and joined to an outline, is **any** vowel.
5. A **dot** placed at the side of a stroke is ah, ā, ē, according to position.
6. A **dot** made lighter and placed beside a stroke is ĕ or ĭ, as in **men, tin.**
7. A disconnected straight tick beside a stroke is aw, ŭ, o͝o, as in jaw, nut, foot.
8. The sounds ī, ō, ū, as in **my, low, pew,** are seldom written.
9. Double vowel-sounds, when initial, are shown by large initial hook. Also WH.
10. Special signs are provided for **oi** and **ow,** which should generally be written.

In studying the vowels, on this and following page, do not forget that while a thorough knowledge of them is important yet they are seldom needed in complete sentences. There, the context makes most of the vowels clear.

Vowel Illustrations

The thirteen vowels and dipthongs illustrated by examples. This schem is used mainly for proper names but may be applied to any word

1. ī as in my nigh pie lie

oi as in boy coy Roy joy

ah as in ma pa la ya

aw as in maw gnaw caw jaw

2. ō as in know no dough foe

ow as in now cow how vow

ā as in may nay pay day

ĕ as in mess less guess yes

ŭ as in fur burr cur sir

3. ū as in knew new few due

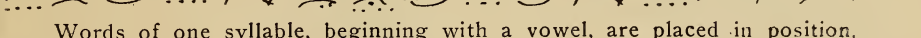
ōō as in do Jew sue too

ē as in me knee be key

ĭ as in miss kiss bill till

Observe that there are three ways of spelling the sound of long I, but in shorthand you are not dealing with spelling, but with sound. The word **nigh** is written **ni** because **gh** is unsounded; the word **sir,** spelled with an **i** which has the short sound of **ŭ,** and the outline is therefore placed in second position. In **miss, kiss, bill, till,** the last letter of each word is repeated but in the shorthand form it is not repeated, because it is not sounded. Watch this closely. When you understand it, you will agree that it is very easy to spell phonetically.

Read the following sentences, then write them several times, then read again. These sentences show you that detached vowels are not often used Ma may know my cow. Miss May knew my new cow. Roy may kiss me.



Words of one syllable, beginning with a vowel, are placed in position, and the book, which is the position vowel, is, in these cases, read first.

am aim own oil owl oak eke eel

One-Stroke Words

Remark: Each of the following words is written with a single stroke of the pen. The figure 1. means first position, that is above the line; the figure 2. means second position, that is on the line; and the figure 3. means third position, that is through the line.

B.
1. by, buy, boy
2. bow, bough, bay
3. bue, bew, bee

D.
1. die, dye, daw
2. doe, dough, Dow, day
3. due, dew, do, Dee

F.
1. fie, foy
2. foe, fow, fay
3. few, foo, fee

G.
1. Guy
2. go, Gow, gay
3. gue, goo

H.
1. hie, high, haw
2. hoe, how, hay
3. hue, hew, Hugh, who, he

J.
1. joy, jaw
2. jo, joe, jay
3. Jew, jee

K.
1. Co, cow, Kay
2. coy, caw
3. key, cue, queue.

L.
1. lie, lye, law
2. lo, low, lay
3. lieu, loo, lea

M.
1. my, ma, maw
2. mo, mow, may
3. mew, moo, me

N.
1. nigh, gnaw
2. no, know, now, nay
3. new, knew, knee

P.
1. pie, pa, paw
2. po, poe, pow, pay
3. pew, Pugh, pea

Q.
1. qui
2. quo
3. kwee

R.
1. wry, rye, roy, raw
2. roe, row, ray
3. rue, re

T.
1. tie, Tighe, toy, taw
2. toe, tow, Tay
3. to, tea

V.
1. vie
2. vow
3. view

Y.
1. yaw
2. yea
3. you, yew

BL.
1. bly, bloy, blah, blaw
2. blow, blay
3. blue, blew

DS.
1. dies, daws
2. doze, Dows, days, does
3. dues, dews, diz

TH.
1. thew, thee
2. tho, though, thou, they
3. thy, thigh, thaw

RS.
1. rise, Roy's, raws
2. rose, rows, raise, raze, rays
3. ruse, rues, riz

MS.
1. maws
2. Mose, mows, May's, maze
3. muse, mews, mease, miz

SH.
1. shy, pshaw
2. show
3. shoe, shoo

SH.
1. shah
2. shay
3. she

CH.
1. chaw
2. chow
3. chew

Circles R-L- Added

Remark: As nearly as possible we take the same words that are used on the previous page and by adding the circle r or l we get a new list of very useful words. Practice diligently. Note the effect of double letters.

1. buyer
2. bower
3. beer

1. pyre, par
2. pour, pore, pair
3. poor, peer

1. riser
2. rouser, razor
3. ruser

1. dyer
2. door, dower, dare
3. doer, dear

1. quire
2. quair
3. queer

1. miser
2. Mauser
3. muser

1. fire, far, for
2. fore, four, fare, fair
3. fewer, fear

1. rawer
2. roar, rower, rare
3. rear

1. shyer, shire
2. shore, shower
3. sure, shoer

1. gar
2. gore, gower
3. gear

1. tire, tar
2. tore, tower, tare
3. tour, tear

1. shar
2. share
3. shear

1. higher, hire
2. hoar, hair, hare, her
3. huer, hewer, here, hear

1. vier
2. vower
3. viewer, veer

1. char
2. chair, chore
3. cheer, chewer

1. jar
2.
3. jeer

1. yawer
2. yore
3. your, ewer

1. ball, bile, bawl
2. boll, bole, bowl, bail
3. Bule, Bill

1. car
2. core, cower, care
3. cure

1. Czar
2. sair
3. seer

1. file, foil, fall
2. foal, fowl, fail, fell
3. fuel, fool, feel, fill

1. liar, lyre
2. lore, lower, lair
3. leer, Lear

1. blyer
2. blower, blare, blur
3. bluer, blear

1. fly, flaw
2. flow, floe, flay
3. flew, flue, flee, flea

1. mire, mar
2. more, mower, mare
3. Muir, moor, mere

1. desire
2. dozer, does-her
3. do-sir

1. flyer
2. floor, flare
3. fleer, fluor

1. nigher, nor
2. Nore, Nair
3. newer, near

1. Thor
2. ere, their, they-are
3. Thier

1. gly
2. glow
3. glue, glee

Two-Stroke Words

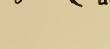
Each of the following words is written with two consonants and the accented vowel is indicated by position of outline. Figures 1. 2. 3.

1. back		fry		jam		mar		ryer	
2. bake		fray		gem		more		roar	
3. beak		free		Jim		mere		rear	
1. balm		fire		Jack		marrow		rile	
2. bum		four		joke		merry		roll	
3. beam		fear		jeek		merely		rule	
1. bath		fine		line		mock		rice	
2. both		fun		lone		make		race	
3. booth		fin		lean		meek		riss	
1. car		fad		lion		nor		rises	
2. care		fade		laying		nore		roses	
3. cure		feed		lien		near		ruses	
1. call		fat		life		Nile's		sire	
2. coal		fate		loaf		nails		sir	
3. cool		feet		leaf		kneels		sewer	
1. cry		gauze		file		par		sar	
2. crow		gaze		fail		pair		sair	
3. crew		geese		feel		poor		seer	
1. claw		gone		fly		pry		shire	
2. clay		gain		flow		prow		shore	
3. clue		gin		flee		pre		sure	
1. dry		ham		longs		pile		shar	
2. dray		home		lungs		pole		share	
3. drew		whom		lings		pull		shear	
1. dire		hawk		lime		ply		times	
2. door		hake		lame		play		Thames	
3. dear		hook		limb		plea		teams	
1. doll		hat		miles		plies		vile	
2. dull		hate		males		plays		vail	
3. deal		heat		meals		please		veal	
1. dime		hop		man		quire		wise	
2. dome		hope		main		quair		woes	
3. doom		heap		mean		queer		wooes	
1. dock		jaws		many		quoin		was	
2. deck		jays		money		quain		ways	
3. duke		Jews		minnow		queen		we's	

Prefixes

common

contain

 accomplish

circumstance

circulate

self-pity

magnanimous

magazine

MacLaren

misstatement

 transport

 extra-mural

Suffixes

fullness

 familiarity

 facility

probability

 rascality

capacity

fidelity

 authentic

 prodigality

doing

doings

majority

regularity

paralytic

signification

formality

 automatic

 instrumentality

nationality

 penalty

theological

principality

telegraphic

patriotic

parasitic

 altruistic

 passivity

mortality

 nativity

 pathetic

witless

witness

lawlessness

rowing

moanings

resist

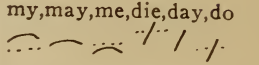
Writing Instructions

1. Drop all silent letters: join together those that remain and write the outline in position, above, on, through, or under the base-line.

make, take, room, home

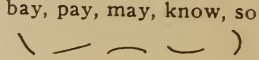
2. Most vowel-sounds come after the consonant and are shown by position.

my,may,me,die,day,do



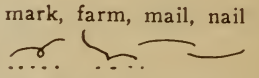
3. The written consonant and the indicated vowel should be pronounced with one vocal effort as one syllable.

bay, pay, may, know, so



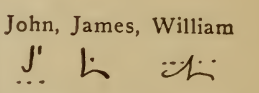
4. All consonants are read in the order in which they have been made.

mark, farm, mail, nail



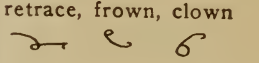
5. Dot and dash vowels are used mainly to mark proper names.

John, James, William



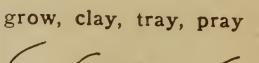
6. Circles **r** and **l** form coalescents with other consonants and therefore require special attention.

retrace, frown, clown



7. When a vowel follows the coalescent the circle is written at the beginning of the stroke-consonant as in **grow, clay, tray.**

grow, clay, tray, pray

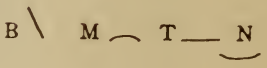


8. When a vowel comes between the consonant stroke and the circle it is not a coalescent and the circle is written at the end of the stroke. as in **goal, gore, tare, tale.**

there, tore, more, mire

9. The standard length of a shorthand character is one-sixth of an inch.

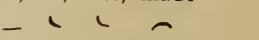
B M T N



10. Shortening any character adds **t, d,** or **th.**

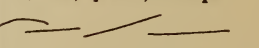
11. In monosyllables, shortening adds **t** to a light letter and **d** to shaded.

tt, vd, fate, made



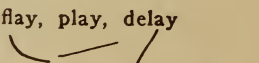
12. Lengthening any character adds **l, m, n,** or **ng.**—Superlengthening adds **t.**

ml, tm, plate, tempt



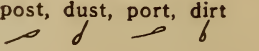
13. In monosyllables, lengthening adds **l** or **n** only

flay, play, delay



14. A small loop at the end of a stroke is **rt,** reversed it is **st** or **sd**—and sub at the beginning

post, dust, port, dirt



15. This small loop is sometimes used to express the words **you** or **your.**

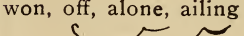
do-you, your-duty

16. A very large loop at the end of a word is **-ster, -stair,** or **-store.**

my-store, muster, duster

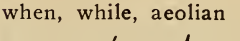
17. A small initial hook is **w** or **any** initial **vowel.**

won, off, alone, ailing



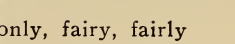
18. A large initial hook is **wh** or **any two** consecutive **vowel**-sounds.

when, while, aeolian



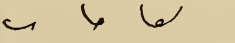
19. A final straight tick at the end of a character is any vowel-sound.

only, fairy, fairly



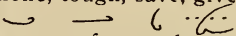
20. A small final hook is **n, f,** or **v.**

none, tough, save, given



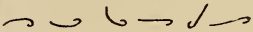
21. The **n**-hook is made on the inner side of curves and on the under or left side of straight strokes.

mn, nn, fn, tn, dn, pn



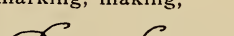
22. At the end of a word, the **n**-hook is often used for **ing.**

marking, making,



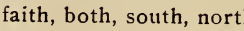
23. After the first stroke, left-stroke **c, s** may be used for **th** as in faith, both, sayeth.

faith, both, south, north



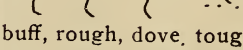
24. On straight strokes, the f- or v-hook is on the upper or right side.

buff, rough, dove, tough



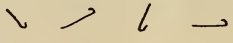
25. F- or v-hook is not used on curves, except on left-curve c, s, z, in monosyllables and on downward **k** or **g** (gay) in words of more than one syllable, and in phrases.

save, given, covenant



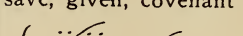
26. At the end of a word the **f-** or **v**-hook is often sufficient to indicate the word-endings **ful, full, fully.**

useful, youthful,



27. In phrase-writing the **f-** or **v**-hook is sufficient for the words **of** or **have.**

place-of, to-have

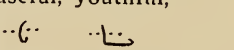


28. A large final hook is **p, b,** or **h.**

nohow, to-be

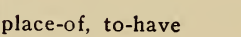
29. The **p,- b**-hook is made on the inner side of curves and on the upper or right side of straight strokes.

keep, hope, rub, cub



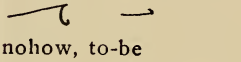
30. The **b**-hook at the end of words is often used to show the word-ending **-able.**

double, fable, sable



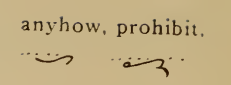
31. In phrase-writing, the final **p,- b**-hook expresses the words, **be** or **been.**

may-be, will-be,



32. The **h**-hook is the **b**,- **p**-hook reversed, both on curves and straight lines.

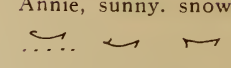
anyhow, prohibit.



33. **Briefs** or **ticks** are not called lines or strokes.

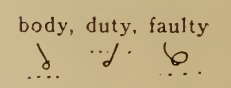
34. The word-ending **y-ly** is usually expressed by using the final vowel-tick.

Annie, sunny. snowy



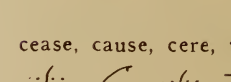
35. The word-ending **ty-dy** is shown by a reversed **r** circle and when it follows a circle **r** or **l**, it is made after said circle.

body, duty, faulty



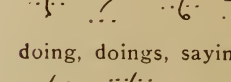
36. Soft **c** is pronounced **see** and is made like **s**; hard **c** is pronounced **k** and made like it.

cease, cause, cere, tidy



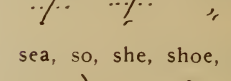
37. The left-curve tick **s** when disjoined is used for the word-ending, **ings.**

doing, doings, sayings



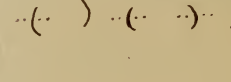
38. The reversible forms for **s** and **sh**, **z** and **zh** enable you to effect good joinings and in monosyllables to give definite vowel-values, without actually writing the vowels. Turn either way in long words.

sea, so, she, shoe, shy



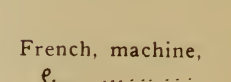
39. In a few words, **ch** and **sh** may be used interchangeably, or **ch** may be struck upward to get a better outline.

French, machine,



40. **K** and hard **g** are made alike, except that the **g** is longer.

K G

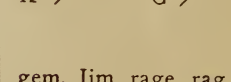


41. Soft **g** and the **j** are the same sound and both made like **j.**

gem, Jim, rage, rag

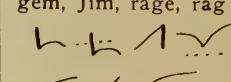
42. **K, L** and hard **G** are never made downward when they stand alone.

make up



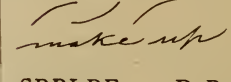
43. Straight **r** is always made upward on a slant lying between **D** and **P.**

SRBLRF D R P



44. Straight **r** is useful in getting better joinings and in keeping the words on the base-line.

refuse, marriage,

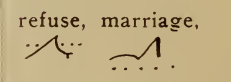


45. REL is shown by long upward or downward **r** or by **r** and the **l** circle.

roller, rule, real, really

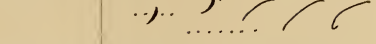
46. A final vowel may be suggested by writing upward **r** when **r** is the last consonant in the word.

merry, berry, dairy



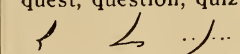
47. If **q** is shortened it is read as hard **gd**; if **k** is lengthened it is read as hard **g**.

good, God, coy, go, ago



48. Lengthened **q** is **q vowel s** as in **question, quiz.**

quest, question, quiz

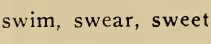


49. When the accent falls on "**ses**" this may be shown by lengthening "**ses.**"

poses, possess, access

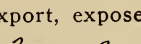
50. At the beginning of a word or outline, **ses** may be used for **sw** (sway).

swim, swear, sweet



51. Initial sound of **ex-** or **egs-** are expressed by the letter **x.**

export, exposed



52. When a word begins with a vowel followed by **w** or **wh** make a short, straight, vowel-tick joined on to the **w** or **wh.**

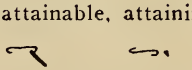
away, await, awhile

53. Initial syllables **in, en, im, em,** may be expressed by dropping the vowel-hook in words of two or more syllables. Sometimes it is better to drop the **n** or **m** and write the hook,—this depends on the consonant following.

incapable, unemployed

54. Positive words may generally be rendered negative by reversing the initial vowel-hook. This cannot be applied to the letters **d** and **x**, nor to outlines beginning with a coalescing circle.

unattainable, attaining

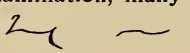


55. The letter **h** is written or handled in four ways: The regular **h** may be inverted before **n, f,** or reduced to a straight tick before **m, r, k, p, x,** or omitted altogether in such words as **neighborhood.**

Hun, home, whom

56. When the letters **mn** are shown as a double-curve, the intention is to suggest that a prominent vowel follows both **m** and **n.**

examination, many



57. When **ing** is not final or **com** is not initial, it may be dropped out and the very narrow space left between the two parts of the word will suggest its presence.

uncontrolled

Washington

58. In writing long words or phrases, letters or words may be dropped and the written parts crossed or intersected thus making very brief and yet very distinct representations, if well learned beforehand.

nevertheless

Reform Party

59. Omit **d** before **g**, **j**, or **v**.

adjective, adjourn

60 Omit **l** before **m**, **r**, **th**, when more convenient outlines are secured.

almost, already

61. Omit **r** in **morn** and **corn** and a few others of similar formation.

morn, corn, scorn

62. Omit **p** between **m** and **t** if you find it convenient. Such a **p** is seldom pronounced distinctly enough to make any difference if dropped.

prompt, attempt

63. Omit any unessential letter from familiar words to secure brevity.

Government (omit'g R)

64. Omit **of-the** and write the adjoining words farther apart than usual.

one-of-the-party

65. Omit **tr** or **dr** if the accent does not fall on it; then write the two parts of the word close together. In the same way omit the word **after.**

martyrdom, one-after-another

66. The word-ending **-tioned, -sioned, -cient, -sionate** (no matter how spelled), is expressed by disjoined **-tion** or by half-length **sh** joined.

stationed, passionate

ancient

67. In long words it is not necessary to distinguish between **rt** and **rd**; **lt** and **ld**; **k** and **q**; **ks** and **x**; **k** and hard **g**; or **st** and **sd** (loop).

68. Shaded **n** at the beginning of an outline is **ns,** at the end it is **ng**, and between these points it may be either **ns** or **ng.**

instructing, facing

69. **When a word ends in -ality or -arity** (or sounds closely resembling these), write a disjoined **circle l** or **r.** Where possible disjoin the consonant immediately preceding these endings to represent **-bility, -cality, -perity,** etc. For words ending in **-ic, -tic,** disjoin the preceding consonant and write it half-length, close to the former part of the outline.

facility, rarity

prosperity

70. When a word ends in **ter** use a short letter with circle **r** as in **matter.** When it ends in **ture** use **t** and the circle **r** as in temperature. When **ting** is preceded by two or more characters in a word, the **t** may be lengthened to add **ing,** as in **operating.**

matter, letter, operating

Word-Signs

These word-signs must be written daily for a month. They must be known instantly the word is pronounced. Any faltering on this list is fatal.

(1)

- are, or
- as, has
- at

- accord
- according
- accordingly
- accordance

- acknowledge
- acknowledgment

- advertise
- advertised
- advertising
- advertisement

- advantage
- advantageous
- advantageously

- because

- beyond

- eye

- extraordinary
- extraordinarily

- from, form
- had
- I, the
- language
- last
- of
- on
- ought
- over

- possible, possibly

- responsible
- responsibly

- satisfy
- satisfying
- satisfied
- satisfactory
- satisfactorily

- that
- what

(2)

- a, an
- among, amongst
- come, company
- end
- ever, every, her
- expense
- extra
- first
- hour, our, were
- next
- now
- out
- owing

- president
- presidential

- respect
- respectful
- respectfully

- us
- which, wish
- where
- wherewithal
- with
- without
- word
- yet

(3)

- and
- any, in
- between
- business
- deliver, delivery
- during

- different
- difference
- differently

- difficult
- difficulty

- each
- here, hear, year
- if
- is, his
- it
- its, it-is, to-his
- into
- least
- opportunity

- principle
- principles
- principal
- principal's

- receive, receipt
- signature
- thank, think
- thing, things
- too, two
- use
- will, well
- would

NOTE: All the signs in this column are to be written in **first** position.

NOTE: All the signs in this column are to be written in second position.

NOTE: All the signs in this column are to be written in third position.

Elementary List

Learn

The words in the following list are used constantly in forming compound words of very great value. Learn thoroughly.

about	from	other	unto
after	go	out	upon
all	hand	over	way
any	head	rage	wear
as	hear	rate	went
before	held	see	where
behind	here	some	which
body	hold	so	what
by	how	stand	when
cast	in	standing	who
charge	into	take	while
come	lasting	time	wise
done	less	to	with
draw	lay	took	write
ever	look	the	at
every	more	thing	last
else	never	thence	of
for	no	there	ate
fore	not	through	fit
forth	on	under	much

If the above list is carefully examined it will be observed that most of the words are word-signs. This reminds you that all word-signs may be used as parts of compound words if you know your word-signs perfectly. If not it would be dangerous to use them in this way. It is worth while to spend all the time necessary to get control of this habit.

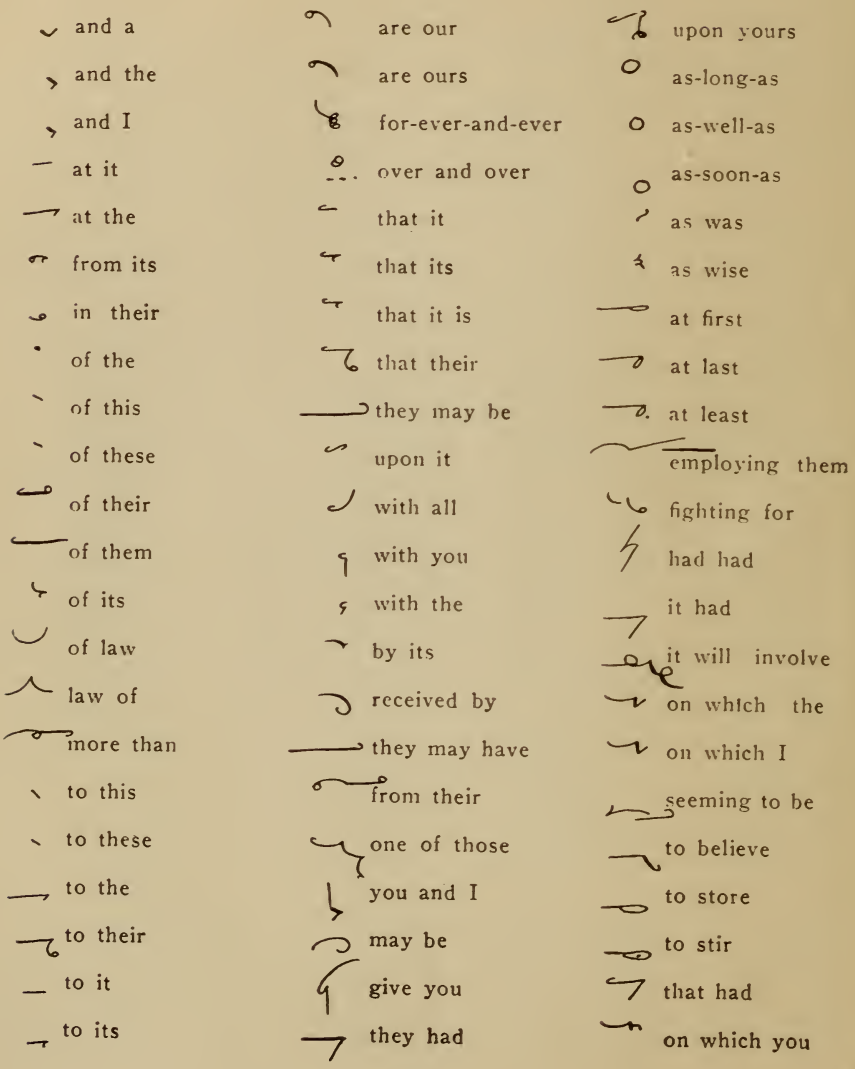
United or Compound Words

These are composed solely of the words given on the preceding page. They are useful anywhere, but especially in law offices.

Aforesaid
aforementioned
afternoon
afterthought
afterward
almost
also
although
altogether
always
another
anyhow
anything
anywhere
Become
beforehand
behindhand
Elsewhere
everlasting
evermore
everything
everywhere
Forasmuch
forever
forthwith
Hereof
hereto
hereat
herein
hereon
hereabout
hereafter
hereinbefore
hereinto
heretofore
hereunto
hereunder
hereupon
herewith
himself
hopeless
hopelessness
however
Inasmuch
income
insofaras
Meantime
meanwhile
moreover
Nevertheless
nowhere
notwithstanding
neighborhood
Outcast
outcome
oufit
outgo
outlay
output
outrage
Shorthand
somehow
someone
something
sometime
someway
somewhere
Therefrom
therein
thereon
thereat
thereunto
therewith
thereto
therefor
thereout
thereabout
thereby
thereafter
therefore
thereof
thereupon
theretofore
thereinafter
thereinbefore
therewithal
thenceforth
Undervalue
underwrite
utmost
Whatever
whatsoever
whereon
wherein
whereof
whereto
whereas
whereat
whereby
wherever
wherefor
wherefrom
whereunto
whereupon
wherewith
whereabouts
whereinsoever
whensoever
wherewithal
whenever
whensoever
within
without
withal
withdraw
withhold
withheld
withstand
withwhich

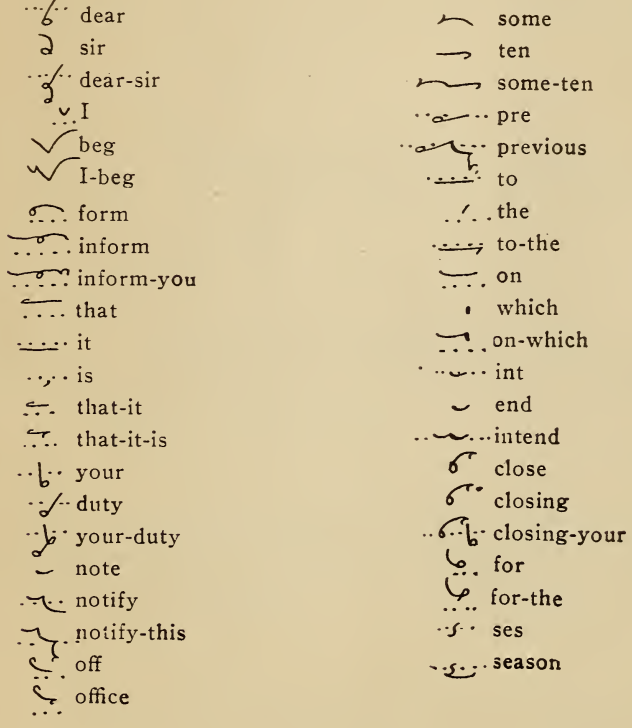
Brief Phrases

These phrases need not be memorized: they are given to show you the kind of phrases we recommend. Refer to the list often; then you will soon know them.



How to Practice the Business Letters

Write a full line in your note-book of each of the following shorthand forms, then turn to Business Letter number 1 and write it very carefully but not too slowly: do not draw the letters or words. After this write letter number 1, ten, twenty or fifty times, as may be needed to get speed on it. Read your notes every little while examining critically all your characters and if you find any of them not made correctly, practice those until they can be made perfectly at a high rate of speed. If your movement is not a gliding arm movement stop and practice easy longhand letters like n, m, u, not only making them smartly but well, strive for uniformity of line. Practice all following business letters in the same manner as number one, after which write over newspaper items:—then you are ready for dictation.



Note: The circle on the end of **duty** is **ty** it is turned opposite to the circle **r**. When circle **r** or **l** comes between any two consonants it may be turned either way to get the best joining, but at the end of a word it must be written in one direction only as previously explained.

Business Letters—For speed practice

Note: The following letters should be practised until a speed of at least 150 words a minute has been attained. Any word that causes you to hesitate or lose time should be given separate practise.

Letter No. 1

Dear Sir:

I beg to inform you that it is your duty to notify this office some ten days previous to the date on which you intend closing your office for the season.

Yours truly,

Letter No. 2

Dear Sir:

I enclose herewith the stamp receipt, which you returned to the Department without having signed. You will please affix your signature at the place marked at the foot of the memorandum, and forward to the Department without delay.

Yours truly,

Letter No. 3

Dear Sir:

I beg to enclose herewith $1.24 being the excess amount, returned to me, by your Agent, on closing the Bay Post Office.

Your Credit Supply of Postage Stamps, is $10. while your Agent, returned $11.24.

Yours truly,

Letter No. 4

Sir:

I am directed to acknowledge the receipt of your letter of the 13th inst., asking for an improved mail-service at-the Bay.

In reply, I am to say that the matter will receive the consideration of the department.

I have the honor to be, Sir,

Letter No. 5

Dear Sir:

On the 2nd. March you were sent Memorandum of agreement in triplicate to have executed for the mail service between the Lake and Bay, which has not yet been returned to me. Will you be good enough to have this done at your earliest possible convenience and return it duly executed.

Yours truly,

Letter No. 6

Dear Sir:

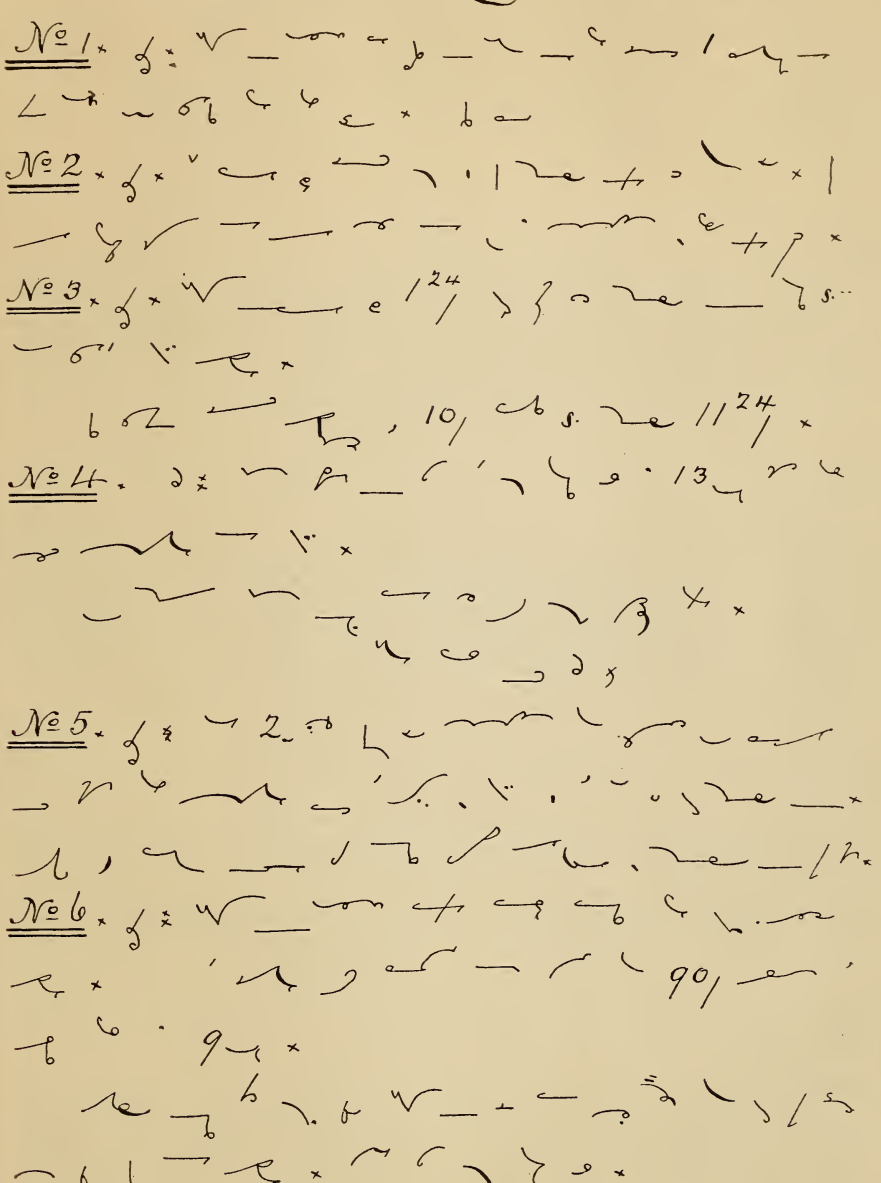
I beg to inform you that the Department authorizes that your office be made a permanent P. O.

The service will be tri-weekly at a cost of $90. per annum, as per your offer of the 9th inst.

Referring to your demand *re* Assistant, I beg to state that Mr. Robert, having been duly sworn, may assist you at the P. O. Kindly acknowledge receipt of this letter.

Yours truly,

Business Letters



Letter No. 7

Dear Sir:

Would you be good enough to reply as-soon-as possible to my letter to you of the 16th ult., enclosing a form to be filled up by you in your capacity as postmaster. I am desirous of reporting as soon as possible on the establishment of-the three times a week service between the Lake and Bay. I already have-your offer of $45. for a tri-weekly service, and would be obliged if-you would let me have the other information asked for on the form, at your earliest convenience.

Yours truly,

Letter No. 8

Dear Sir:

I have your letter of the 13th inst., enclosing Mail Service cheque for the Lake and Bay and Salary Warrant for Bay for March Quarter and asking what disposition is to be made of the Post Office outfit, as these services were only performed for part of January. In reply I have to say that the Post Office Inspector is being communicated with on the subject and you will be advised in due course as to the information you desire.

Yours truly,

Letter No. 9

Dear Sir:

With further reference to the establishing of your office on a permanent yearly basis, and the placing of the service of the Lake and Bay under your charge, at the rate of $90.00 per annum, I beg herewith to enclose, under registered cover, agreements covering the service, and would ask you to let me have them back, duly signed, by return mail, with the initials of yourself and witness at the clauses crossed out.

Yours truly,

Letter No. 10

Dear Sir:

I am authorized to increase the mail service between the Lake and the Bay, from semi-weekly to tri-weekly, for summer season, as per your offer: viz., $45.00 per season.

You will therefore put the increased service in operation immediately on receipt of this letter, and advise me as to date of commencement.

I enclose a cover for your reply.

Yours truly,

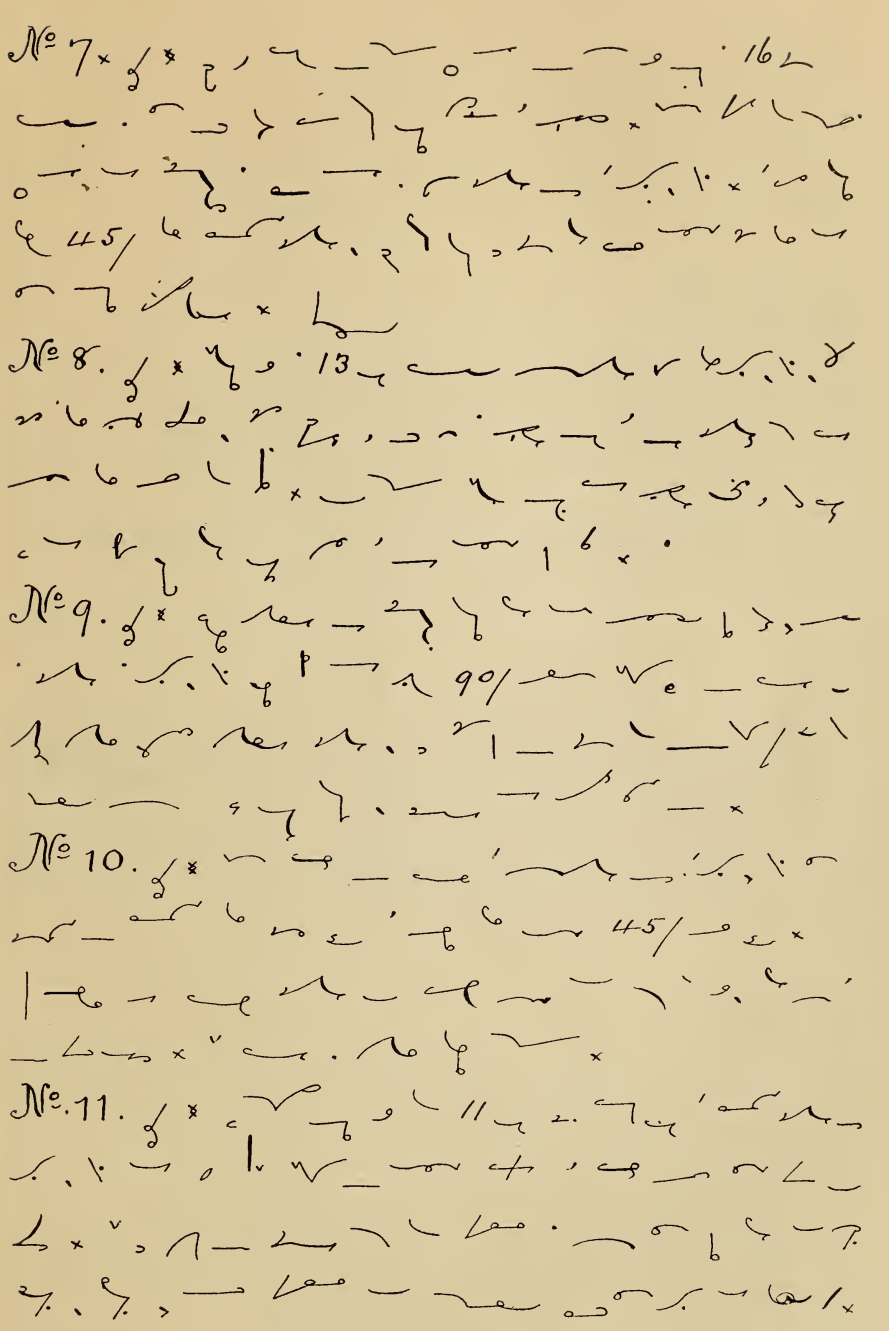
Letter No. 11

Dear Sir:

With regard to your letter of 11th inst., stating that you commenced the tri-weekly service between Lake and Bay on the 1st July, I beg to inform you that the Department has authorized payment from the date in question.

I would thank you to let me know the hour of departure of the mails from your office on Monday, Wednesday and Friday, and the time of departure on return trip from Lake on the following days.

Yours truly,



Letter No. 12

Dear Sir:

As the time is approaching for the opening of summer offices, you will please let me have a statement of conditions in your district which call for an office.

It will be your duty to notify me ten days at least before the time you will be prepared to open the office. You will also state what equipment you have on hand, if any, and what, in your opinion, you will need.

Yours truly,

Letter No. 13

Dear Sir:

I beg to acknowledge receipt of your letter of the 20th. inst., informing me that owing to closing of navigation on the Lake it will be necessary to close the office for the season after the 1st of Nov. I also note your statement *re* establishing the office permanently. In this regard I would ask you to kindly fill in the enclosed form with as complete information as possible.

On receipt of same I will refer the matter to the proper authorities for their consideration. I enclose a cover for your reply.

In filling in said form I would ask you to state how the proposed office would be served, from what office, the probable cost and the name of a reliable man who would undertake the service.

Yours truly,

Letter No. 14

Dear Sir:

Replying to yours of the 27th ultimo, I beg to say that your resignation as Postmaster of the Bay was transferred on the 29th to the Secretary of the Department, who will take steps to have your successor appointed. As soon as this is done, you will be immediately notified.

With regard to the mail service, arrangements could be made to relieve you at once if your nominee would undertake to continue the work under present conditions specified in the agreement we have with you. On receipt of his acceptance in writing, I will present the matter to the proper authority and acquaint you with the result.

Yours truly,

Letter No. 15

Dear Sir:

Your letter of the 13th to the Postmaster General has been referred to me, and I have noted your statement that the Service and Post Office were kept up for only part of the month of January.

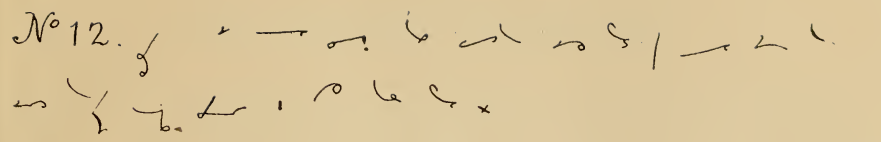
As I do not appear to have received any intimation to that effect, I should be glad if you would let me know upon what exact date the office ceased to do business.

All the Post Office outfit, including $10. in stamps, or the equivalent in cash, should be put together in the mail bag, along with the key of the latter, and sent, registered, clearly addressed to the Post Office Inspector.

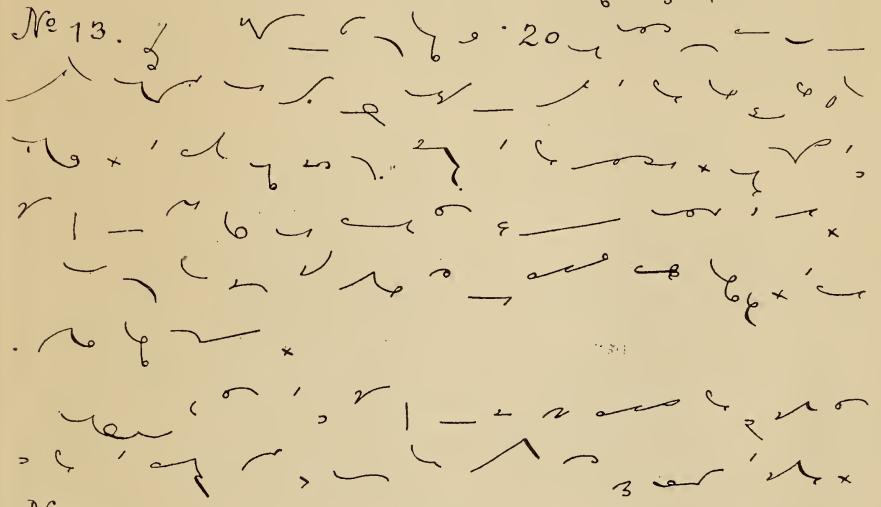
I should be glad of the immediate despatch of the entire outfit, and have taken up the matter with the Postmaster of the Lake to ascertain why he failed to report the non-receipt and despatch of mail.

Yours truly,

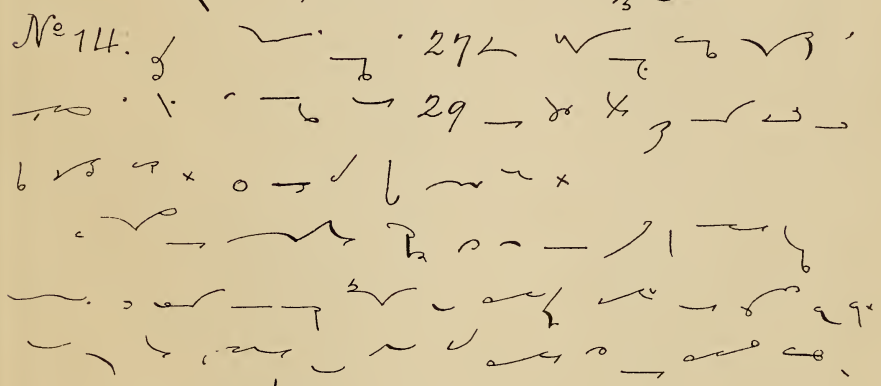
№ 12.



№ 13.



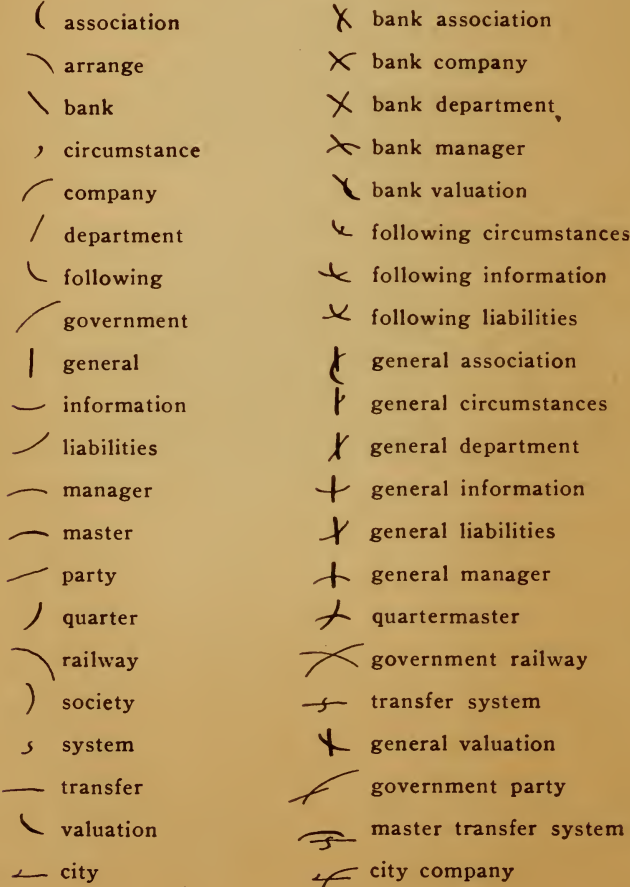
№ 14.



You are now ready for daily business dictation.

Systematic Intersection

Intersection is one of the most rational means of abbreviation known to the shorthand profession. But, to get the most value out of it, it should be applied to the most useful words in your own particular line of business. The list we give below is of general usefulness. It should not be memorized until you have made up your mind as to whether you will permanently accept these intersections as of sufficient value to you or whether you will apply the principle to some particular line of business. The following list, however, is of more than usual value and it might be just as well for you to use it until you can assign more advantageous phrases to the characters yourself.



PD 183

THE LIBRARY OF CONGRESS

DOBBS BROS.
LIBRARY BINDING

ST. AUGUSTINE

0 027 275 605 3